

BRA EMPLOYMENT OPPORTUNITY		PLEASE POST!!	
TITLE: DIRECTOR, HUMAN RESOURCES		JOB VACANCY POSTING NO.	35-02
		POSTING DATE:	12/20/02
EMPLOYMENT STATUS: BRA Development Program Employee (See Definition on Reverse)		EXTERNAL DATE:	1/6/03
DEPT/DIV: HUMAN RESOURCES/A&F		POSITION FILLED:	
		DATE:	
		NAME:	

SUMMARY: Under the general direction of Director of Administration & Finance, plan, control, administer, and direct all human resources functions for the BRA/EDIC and affiliates, including recruitment/employment, training, compensation, benefits, labor relations, and employee relations; monitor and enforce compliance with all applicable city, state and federal regulations and statutes; manage Human Resources department staff. Serve as Equal Opportunity Officer for BRA/EDIC.

Develop and recommend human resource goals in support of overall combined organization objectives and strategies; recommend and implement approved policies and programs to accomplish goals. Monitor effectiveness and responsiveness of human resource policies; recommend changes.

Develop, recommend and implement Human Resources policies and procedures. Coordinate procedure or policy changes which may have cross-departmental impact. Oversee production, maintenance and update of departmental policy and procedure manual.

Advise organization managers and supervisors in all human resources areas, including employment, discipline, promotions, transfers, training, compensation actions, and employee relations. Interpret and apply human resource policies. Oversee and/or coordinate all terminations, including adherence to all applicable legal and policy guidelines. Provide counseling to employees and supervisors on work-related conflicts or problems; guarantee confidentiality of all interactions. Develop and lead comprehensive employee relations activities, ensuring equitable and consistent treatment of all staff members. Represent BRA/EDIC at personnel-related hearings and investigations.

Manage and oversee organization-wide recruitment and employment to ensure consistency with staffing and affirmative action hiring needs. Oversee internal posting and external advertising. Approve use of employment agencies as appropriate. Ensure departmental compliance with equal employment opportunity guidelines; ensure that job opportunities are brought to the attention of a diverse group of individuals by developing, enhancing and promoting various recruitment sources.

Directly or through subordinates, manage and oversee integrated compensation and salary administration programs, including job documentation, market surveys and comparisons, approval of hiring, promotional, transfer and other salary actions, salary structure development and update, and performance management. Ensure compliance with all applicable state and federal regulations; ensure internal consistency and equity. Review and recommend action on all exceptions to established policy. Prepare and present personnel transactions and issues to Board as needed.

Manage the creation, maintenance and update of all personnel records, including payroll, demographic and attendance records. Directly or through subordinates, ensure accuracy and timeliness of all information; ensure proper safeguarding and disclosure of confidential information. Oversee development, implementation and enhancement of computerized human resources information system; ensure security, integrity and accuracy of all automated applications. Ensure accuracy of all information transmitted to payroll; oversee reconciliation with Human Resource records.

Develop, recommend and implement comprehensive benefits program, in accordance with established organization programs and requirements. Directly and through subordinates, oversee administration of employee benefits programs. Research and evaluate changes or enhancements to benefit contracts; propose modifications to make plans more cost-effective or competitive. Approve and reconcile benefits expenditures. Oversee development and implementation of benefit communications programs and vehicles. Ensure accuracy and promptness of claims administration activities. Ensure compliance with all applicable city, state and federal guidelines and regulations. Oversee development, publication and update of benefit summaries, plan descriptions and related publications.

Directly or through subordinates, manage and administer employee training programs, including new employee orientation, supervisory development, tuition reimbursement program, professional development seminar program as well as other work-related trainings. Work with Staff Development on needs assessments; program development; and identification or procurement of outside services as needed; administer programs. Monitor program effectiveness and incorporate feedback into future offerings.

Lead and participate in labor relations activities, including contract negotiations, employee/labor relations, conflict resolutions, and contract interpretation and administration, in conjunction with external labor counsel, internal legal counsel and ECD/Operations management and supervisory staff.. Assist with preparation of cases for arbitration.

Directly or through subordinates, manage Workers' Compensation Program.

Oversee and participate in preparation of periodic statistical reports for internal and external distribution.

Manage Human Resources department staff, including selection, training, performance planning and appraisal, and employee relations. Provide ongoing coaching and counseling; establish and adjust work assignments and priorities. Represent department in organization-wide activities.

Develop and recommend department operating budget. Administer approved budget; approve expenditures; justify variances; document all activities.

Maintain and update current knowledge of all applicable city, state and federal laws and regulations applicable to the human resources function. Educate staff and department managers; interpret and disseminate information; monitor and enforce compliance.

Participate in professional organizations, seminars and other continuing education programs.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Masters degree in business or related field with concentration in human resources or equivalent experience, plus more than ten years of progressively responsible human resource management experience, preferably in a municipal or not for profit environment. Personal computer skills and familiarity with office software are required.

GRADE: 25

HIRING RANGE: \$70,015.40 - \$91,800.80

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

Director, Human Resources, A&F

E-mail: hr.bra@ci.boston.MA **Fax:** 617-918-5458

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.

RESOLUTION ADOPTED BY THE
BOSTON REDEVELOPMENT AUTHORITY
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.